

**RFP #1507 - Professional Services - SD Department of Social Services  
21-Nov-18**

**Clarifying Offeror Questions and Department Responses**

	<b>CLARIFYING QUESTION #</b>	<b>QUESTION</b>	<b>RESPONSE</b>
1	13	Because clarifying questions will be addressed on November 21 and there is holiday on November 22, there will be little time to address items brought up in the Q&A before needing to print and ship physical proposals. Can the deadline be shifted by one week to allow time to address clarifying questions or can proposal submission instructions be altered to allow for electronic submission?	No. The State will not move the deadline. The proposal due date will remain as December 6, 2018 at 5:00 PM (CST).
2	51	In Question 51, the answer indicates that vendors can respond to specific categories within a topic area. Does that mean that vendors can qualify within a topic area even if they do not respond to every category of skills within the topic area?	Yes. Depending on the specific needs of a particular work order, appropriate qualifying vendors will be sent work order opportunities.
3	78	Clarification to Question 78. The answer to question 78 indicates that the State expects responses to be as concise as possible. Within section 5.2.3, which items need to be addressed within the responses to topic areas 3.1.1 - 3.1.6 and which should be addressed once within the overall proposal? For example if a bidder is responding in the areas of 3.1.1 Information Systems and 3.1.4 Project Management Support, should they respond to the 5.2.3.6 Company Qualifications twice (as part of 3.1.1 response and again as part of 3.1.4 response) or just once?	5.2.3.6 need only be responded to once. The elements of 5.2.3 should be directly responded to. Offerors do not need to restate company qualifications.
4	78	Clarification to Question 78. The answer to question 78 indicates that the State expects responses to be as concise as possible. Section 5.2.3.4 indicates that you are expecting a specific point-by-point response, in the order listed, to each requirement in the RFP as detailed in Sections 3 and 4. Is it your intention that bidders respond to every item in Section 4 in every topic area response even though that will create duplication? For example, Section 4.4.1 indicates that we should provide "Name, address, and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted." Is it sufficient to list this information in one table in response to Corporate Qualifications (RFP section 5.2.4), or do you expect to receive that information separately for every topic area?	No. Only the relevant requirements in Section 4 need to be responded to. For example, 4.1, 4.2 and 4.9 are informational only. However, 4.4 should be directly responded to as it pertains to previous work. 5.2.4 is information regarding offeror's company and only needs to be responded to once.

5	79&80	In regards to the State's response to questions #79 and #80, can the State please clarify what is required for RFP Section 5.2.3.2, Understanding and Approach, as the requirement appears to be the same information that is requested in both RFP Section 3.0, SOW Overview and RFP Section 5.2.2, Executive Summary?	The State's expectation for response to 5.2.3.2 is a general understanding of the requirements of the RFP.
6	Section 4.9	Under which Section 3.1 table/item should bidders include a response for IV&V work? Should this be included under 3.1.4/Project Assessment?	Yes. Include IV&V in topic 3.1.4, Project Assessment.
7	Section 5.2.3.1	Under Section 5.2.3.1, does the state expect for bidders to provide (only) a list of those categories/items to which they are responding? We understand that those items will be answered fully in the sections 5.2.3.3 – 5.2.3.4.	5.2.3.1 is informational only. The State is not expecting a response to this section. Offerors only need to provide responses to Section 3 for the topic areas they are interested in.
8	General	Can you please advise where I can view the current master vendor list and rates?	The current master vendor list and Master Service Agreements are public information and can be found online at OPEN.SD.gov under RFP #339. The link is <a href="https://open.sd.gov/rfp.aspx?RFPNumber=339+++++">https://open.sd.gov/rfp.aspx?RFPNumber=339+++++</a> .